Utah!

Where ideas connect

The State of Utah
Introduces. . .

eVendor

Department of
Administrative Services
Division of Finance

eVendor

Today, when a vendor wants detailed payment information from the State of Utah, the vendor has to pick up the phone and call a state agency for the information. This can be time consuming.

By using **eVendor**, vendors who are paid by the State are able to use the Internet to search an entire database for payment information. Vendors can search for electronic funds transfers (EFTs), as well as for payments received on paper checks. **Payments in process are not included in this application.**

Initially, the system presents the vendor with one or more vendor entries associated with the Tax Identification Number (TIN) entered on the login screen (shown above). In the example below, there were nine separate entries associated with the entered TIN.
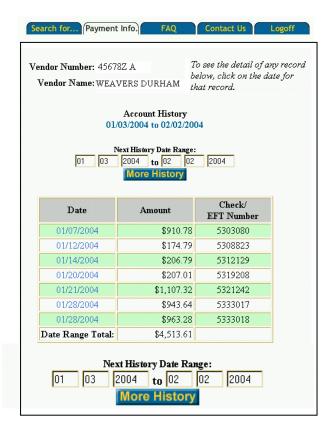

By double-clicking on any of the entries in blue, the vendor can search for details of the payment(s) made to that location. Clicking on an entry takes you to the "Search for …" page shown below.

This page allows the vendor to search based on the Vendor Invoice number, payment type (warrant or EFT), payment check number and payment date.

Once the search criteria fields are completed and the search button is clicked, the system will search for and return all payments that meet the criteria. The following figure is an example of a completed search that asked for all payments between two specific dates.

You can view the detail of any one of these payments by clicking on the highlighted blue area on the page (in this case the date of the record).

If you would like to receive your payments by EFT click on the Signup for EFT button at the bottom of the payment search page, fill out the form, print it, sign it and mail it to the address on the form.

If you're a vendor with the State of Utah you can begin using this system now. Use your Internet browser (e.g., Internet Explorer) to go to the following address; then enter your TIN:

http://efinance.state.ut.us/evendor

For help using **eVendor** call the Division of Finance Help Desk at 801-538-9690 during regular business hours.